

How To Search for Internships

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UNIVERSITY OF MARYLAND
GLOBAL CAMPUS

September 11, 2024

AGENDA

- **Introductions**
- **Rules of Engagement**
- **What is an Internship?**
- **Benefits of an Internship**
- **Do I need an Internship?**
- **Paid vs. Unpaid Internships**
- **How to Prepare for an Internship**
- **Where do I find an Internship?**
- **Upcoming Events**
- **Q&A**

RULES OF ENGAGEMENT

- This session will be recorded and may be publicly redistributed to social media and other communication channels.**
- You will be sent the recording and slides via email within 24hours after the session.**
- We will not be using the raise hand and Q & A features, please post your questions in the chat, and we will answer them during Q & A at the end of the presentation.**
- When posting in the chat, please post to everyone and not just to the host and panelists, we want to make sure that everyone can see the questions asked.**
- This is a professional webinar so please be mindful of the comments that you post in the chat.**
- By attending this event you acknowledge that you are here to gather information, and attendance does not guarantee employment.**
- THANK YOU again for joining us!**

What is an internship?

How is an Internship defined?

- Definitions will vary, but internships should:
 - Be short-term, and have an established start and end date agreed on between the intern and supervisor/manager
 - Have clearly established learning expectations and goals
 - Allow an individual to safely put their classroom knowledge and skills into practice
 - Work within a professional setting (in-person, remote, or hybrid)

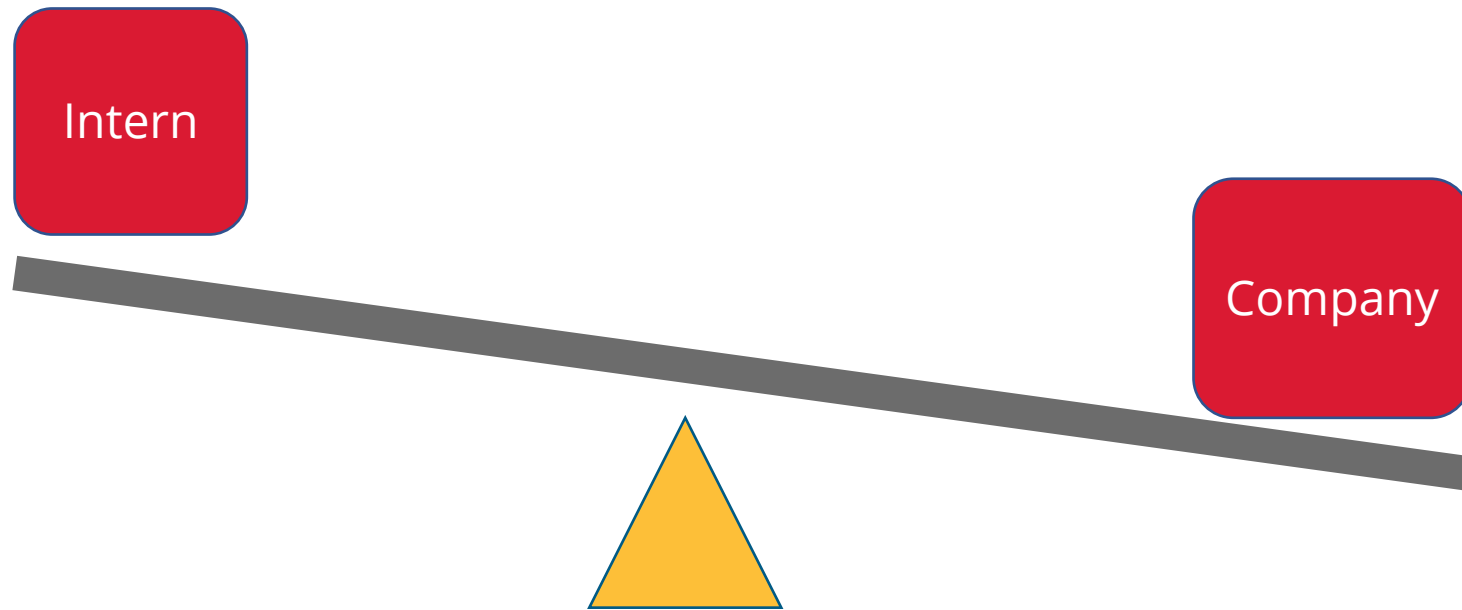
Benefits of an Internship

Benefits of an Internship could be:

- Allowing you to explore career fields by providing you with exposure to real-world job duties & responsibilities
- Establishing and developing your career goals
- Developing professional experience for your resume
- Providing opportunities to work with technological platforms you normally would not have access to
- Giving you a better understanding of the many facets of an organization
- Gaining skills focused on office etiquette
- Access to mentorship and additional opportunities for learning
- Developing a professional network within the organization or with fellow interns
- Creating opportunities to gather professional references and recommendations

Benefits of an Internship

- The benefit of an internship needs to lean towards the benefit of the Intern and NOT the Company.
- The internship should not be used to fill a role that should be fulfilled by a full-time employee.



Do I need an internship?

Do I need an internship?

- Not necessarily! This truly depends on your major, your personal preferences, and professional background and needs.
- Consider alternative ways to gain similar experience.
 - Can you build skills in your current role such as through job shadowing?
 - Can you gain these skills through opportunities such as volunteering?
 - Can you gain or build skills through other UMGC opportunities?
- Consult the [Course Catalog](#) for Academic Requirements. If you are unsure if your academic program requires an internship or work-based learning, contact your Success Coach or your Military Education Coordinator.

Paid vs. Unpaid Internships

Paid vs Unpaid Internships

- It's important to do your research and weigh the benefits and any downside before engaging in an internship.
- There are many resources available online to help better inform your decision about whether or not to participate in an internship.
- There is a consensus that internships need to be paid, however, not all internships will offer compensation for various reasons.



How do I prepare for an internship?

How do I prepare for an internship?

The same way you would prepare for a job!

Step 1: Start looking before you think you might want to engage in an internship experience

Step 2: Every internship program and application is different. Be sure to review the application description in its entirety to understand all of the necessary submission components!

Common application required materials could be a:

- Resume

Note: Utilize vMock to create or update your Resume

- Cover Letter or Statement of Purpose
- Copy of your academic transcript(s) (official or unofficial)
- Writing or project sample
- Letter(s) of Recommendation or List of References
- Disability Schedule A or US Military Veteran Status documentation (Common for Federal Government Opportunities)

Step 3: Develop and Practice your [Interviewing Skills](#) via vMock's Elevator Pitch/Mock Interview Modules

Where do I find internships?

Where do I find internships?



**VIRTUAL
INTERNPLUS FAIR**
Experience. The way you need it.

 Friday, September 27, 2024
10:00 a.m. to 1:00 p.m. ET


REGISTER **LOGIN**

 **Agenda**  **Employer Matrix**  **FAQ**

Employer Matrix

Participating Companies	Career Area	Position type	Security Clearance	U.S. Citizenship
<input type="checkbox"/>	Company Name	Website	Location	
1	Air Force Civilian Service (AFCS)	https://afciviliancareers.com/	Nationwide	
2	Anne Arundel County Public Schools	https://www.aacps.org/	Maryland (MD)	
3	CACI International Inc.	https://www.caci.com/	Nationwide	
4	Capitol Language Services, LLC	https://capitollanguageservices.com/	Washington, D.C. (DC)	
5	CareFirst BlueCross BlueShield	https://carefirstcareers.ttcportals.com/	Maryland (MD) Virginia (VA) Washington, D.C. (DC)	
6	CLA (CliftonLarsonAllen)	https://www.claconnect.com/en/	Nationwide	
7	Department of Navy - Financial Management Career Program (FMCP)	https://donfmworkforce.dc3n.navy.mil/fm-career-	Nationwide	

18 parts

 [View larger version](#)

The Virtual InternPLUS Fair is designed to connect UMGC students and graduates who are either transitioning into a new career or launching their first professional career with employment and experiential learning opportunities.

<https://careerquest.umgc.edu/hub/umgc-careerquest/events/36055>

Where do I find internships?



- [InternPLUS](#), which is an internships resource center that brings awareness to flexible options to gain experience to be competitive in the job market. It includes:
 - Short-term project-based and virtual internships
 - [InternPLUS Navigator Quiz](#)
 - Virtual volunteer opportunities
 - Full-time career launch opportunities
 - Virtual job simulations, and more

CAREERQUEST

- [CareerQuest Jobs Feature](#), connects university students and alumni with full-time, part-time, internships, and volunteer career opportunities at various companies.

Handshake

- [Handshake](#), is also an excellent resource to look for internships within CareerQuest as well.

Where do I find internships?

USAJOBS



GO GOVERNMENT

PARTNERSHIP FOR PUBLIC SERVICE

- The [Partnership for Public Service's GoGovernment Federal Internship Finder](#), created by the Partnership for Public Service, will simplify your search for federal opportunities. The tool compiles publicly accessible information about professional and academic opportunities in government for students and recent graduates into one centralized place, also check out the Federal Internship Portal through [USAJOBS!](#)
- [USAJobs Federal Pathways Program](#), offers federal internship and employment opportunities for current students, recent graduates and those with an advanced degree. There are three different paths available.
 - Internship Program
 - Recent Graduate Program
 - Presidential Management Fellows (PMF) Program

Where do I find internships?



- **Vault**, provides in-depth intelligence on what it's really like to work in an industry, company, or profession—and how to position yourself to land that job.



- **Parker Dewey**, is a platform that connects college students and recent graduates with short-term, freelance, or micro-internship opportunities at various companies.


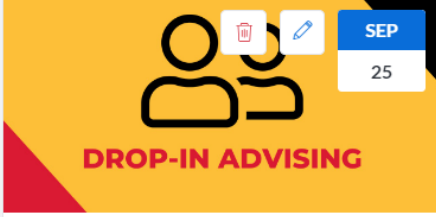



Where do I find internships?

- Internships can also be found online, in-person, or through your network:
 - Explore the company's career/employment pages that you would like to work for
 - Industry Specific Professional Associations
 - Explore your state's workforce development resources
 - LinkedIn - <https://www.linkedin.com/>
 - Glassdoor - <https://www.glassdoor.com/>
 - Google – google.com
 - Indeed - <https://www.indeed.com/>
 - Dice - <https://www.dice.com/>
 - WayUp.com - <https://www.wayup.com/>
 - YouTern - <https://www.youtern.com/>
 - Idealist - <https://www.idealists.org/>
 - CoolWorks - <https://www.coolworks.com/>
 - Behance - <https://www.behance.net/>
 - EdTechJobs - <https://edtechjobs.io/>

Steps to Verify an Internship Program

- If you identify a role on an open platform that you would like to apply to, be sure to go to the employer's direct website to see if the opportunity is posted on their careers page.
- Do not see the opportunity? E-mail the company's Human Resources Department to verify that the position is still open and accepting applications.
- Be sure to never provide your personal and financial information if you do not feel comfortable.

Upcoming Events

 <p>Prepare for the Virtual InternPLUS Fair</p> <p>Wednesday, Sep 18, 2024 7:00pm - 8:00pm EDT</p> <p>Zoom Webinar</p> <p>Webinar</p> <p>Register</p>	 <p>Drop-in Career Advising for the Virtual InternPLUS Fair</p> <p>Wednesday, Sep 25, 2024 6:00pm - 8:00pm EDT</p> <p>Zoom Webinar</p> <p>Webinar</p> <p>Register</p>	 <p>Virtual InternPLUS Fair</p> <p>Friday, Sep 27, 2024 10:00am - 1:00pm EDT</p> <p>No Location</p> <p>Virtual Recruiter Session</p> <p>Register</p>	 <p>Careers in Intelligence</p> <p>Wednesday, Oct 2, 2024 7:00pm - 8:00pm EDT</p> <p>Zoom Webinar</p> <p>Webinar</p> <p>Register</p>	 <p>Cybersecurity Jobs: Where Are They and How Do I Get One?</p> <p>Wednesday, Oct 16, 2024 7:00pm - 8:00pm EDT</p> <p>Zoom Webinar</p> <p>Webinar</p> <p>Register</p>
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<https://careerquest.umgc.edu/hub/umgc-careerquest/events>



QUESTIONS?

Give us a call or send us an email!

(240) 684-2720

careerservices@umgc.edu



We want to hear from you!

Please leave your thoughts, comments, or feedback:

[Webinar Survey Link](#)